



**Town of Bluffton
Request for Proposals
SEPTIC SYSTEM PUMP OUT, REPAIR AND/OR REPLACEMENT
RFP #2015-35**

The Town of Bluffton is soliciting sealed proposals from qualified contractors companies to perform routine maintenance, lid replacement, inspection services, and the repair, installation, and/or replacement of deteriorated or non-performing privately owned septic tank sewer systems in the Town of Bluffton. The purpose of this Request for Proposals is to select a qualified contractor to provide ongoing residential septic tank system services in a timely manner. Work will be awarded via work authorization under a Master Service Agreement (MSA).

Proposal documents are available at Town Hall, 20 Bridge Street, Bluffton, South Carolina 29910, and on the Town of Bluffton's website.

Sealed and signed proposals, including all supporting documents, are due by 11:00 am April 30, 2015, at Town Hall, 20 Bridge Street. Proposals may be mailed to Town of Bluffton, PO Box 368, Bluffton, SC 29910, Attention: Town Clerk and should clearly marked as: **RFP #2015-35**. Offerors should submit one (1) original and four (4) copies of their proposals by the stated deadline. Proposals will be opened and recorded immediately afterwards.

Questions should be directed to Alex Leinbach, Stormwater Inspector, at aleinbach@townofbluffton.com, or via fax at 843-706-4533. Questions will be accepted no later than April 29, 2015 at 5:00 pm and all questions and answers will be posted on the Town's website at www.townofbluffton.sc.gov. Offerors should check the website periodically for addenda, if any, to the RFP.

The Town will consider entering into a contract with a qualified and responsible persons and/or offeror for such services, and accordingly are furnishing herein a set of criteria by which such proposals shall be evaluated. This Agreement will be considered a Master Services Agreement (MSA) with a term of two (2) years with up to one (1) one-year automatic extension. The offeror shall be required to maintain the prices indicated in its bid form for the two-year term of the initial Agreement. The Agreement's one-year extension is expressly conditioned on continued maintenance of the original pricing offered in the proposal documents. Any firm desiring to furnish a proposal for such services shall submit a qualification statement following the instructions and format of the attached Request for Proposals (RFP) documents.

The offeror shall maintain appropriate insurance coverage including Worker's Compensation, Automobile Liability, and General Liability Insurance throughout the term of the Agreement. Coverage types, limits, and carriers are subject to approval by the Town of Bluffton in its sole opinion.

The offeror shall possess a Town of Bluffton business license. The Town of Bluffton Business License Office may be contacted at (843) 706-4501.

SCOPE OF WORK

The Town of Bluffton wishes to enter into a Contract with the selected contractor for the services listed in the Itemized Unit Price Worksheet (**Attachment 1**). The contractor shall be responsible for properly disposing of all debris and waste associated with the services performed, in accordance with all applicable federal, state and local laws.

RESPONSE TIME

Due to the nature of some of the work needed, your company's response time is an important consideration for qualification. For the purposes of this RFP, "response time" is defined as the average time to arrive on site, in order to assess the situation, after receiving a call from the Town. The Town understands that additional time and equipment may be needed to actually correct a problem after the initial assessment. Also, in order to ensure that work is performed in a timely manner, a space is provided for each item on the Itemized Unit Price Sheet (Attachment 1) where the contractor must list a proposed time frame in which each service to be completed.

COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state, and local laws and codes. All onsite wastewater system work must be performed in accordance with South Carolina (SC) Regulation 61-56. The Contractor shall have a "License to Construct or Clean Onsite Sewage Treatment and Disposal Systems and Self-Contained Toilets" as described in SC Regulation 61-56.1 at time of proposal submittal. Insurance policy must be written by a company licensed to do business in the State of South Carolina. A Town of Bluffton Business License is not required at time of proposal submittal; however it will be required prior to awarding a contract.

Projects exceeding \$2,500 shall be formally bid out independent of this RFP.

PROPOSAL SUBMITTALS

Proposals should contain, at a minimum:

- A cover letter on company letterhead, describing your company, years in business, and anything else that distinguishes your company.
- A copy of your current SC DHEC Septic Tank Contractor License and all other required licenses needed to perform residential septic tank system work in South Carolina.

- Proof of current general liability insurance coverage, automobile insurance for company vehicles, and worker's comp insurance.
- A brief signed statement that shows an understanding of the scope of work (Attachment 1), and lists a response time.
- A minimum of 3 references from work performed for 3 different owners over the last 2 years.

EVALUATION CRITERIA

Women-owned and/or minority-owned companies will be given preference.

The proposals will be evaluated and the contract awarded based on the following:

- Proof of appropriate licensing and insurance
- Experience and references
- Proposed response time
- Understanding of scope of work
- Proof of certified woman-owned and/or minority owned business

Note: Incomplete proposals may be rejected.

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all future proposals or proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your qualifications, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment, qualification for services, or in the provision of goods or services.

ITEMIZED UNIT PRICE WORKSHEET

Solid Pipe and Fitting Repair - This work consists of the repair of damaged solid pipe and/or fitting(s) connecting the residence to the septic tank and/or connecting the septic tank to the drain field and/or distribution box. Repairs shall be made using 4" ASTM D 3034 PVC pipe, and the bid shall include all excavation, materials, and labor.

Drain-field Pipe and Fitting Repair:

Option 1 - The repair of damaged drain field pipe and/or fitting(s). Repairs shall be made using 4" ASTM 2729 Perforated PVC pipe, and the bid shall include all excavation, materials, and labor.

Option 2 - The repair of damaged drain field pipe and/or fitting(s). Repairs shall be made using leaching chambers, and the bid shall include all excavation, materials, and labor.

Septic Tank Replacement:

Option 1 - Existing septic tank to be removed and a new 1000 gallon ASTM C 913 precast concrete tank to be installed. Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Option 2 - Existing septic tank to be disabled and a new 1000 gallon ASTM C 913 precast concrete tank to be installed. Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Option 3 - Existing septic tank to be removed and a new 1500 gallon ASTM C 913 precast concrete tank to be installed Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Option 4 - Existing septic tank to be disabled and a new 1500 gallon ASTM C 913 precast concrete tank to be installed. Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Drain Field Replacement:

Option 1 - Existing drain field to be removed and replaced using 4" ASTM D2729 Perforated PVC pipe and #5 Stone. Bid shall include all excavation, materials, and labor.

Option 2 - Existing drain field to be removed and replaced using leaching chambers. This option should only be used where the system is intended to be temporary and vehicle access is limited. Bid shall include all excavation, materials, and labor.

Septic Tank Installation:

Option 1 - Installation of a 1000 gallon ASTM C 913 precast concrete septic tank. Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Option 2 - Installation of a 1500 gallon ASTM C 913 precast concrete septic tank. Bid shall include all 4" ASTM D 3034 PVC pipe and fittings required to connect the new septic tank to the residence and the existing/new drain field, excavation, and labor.

Drain Field Installation:

Option 1 - Installation of a drain field using 4" ASTM D2729 Perforated PVC pipe and #5 Stone. Bid shall include all excavation, materials, and labor.

Option 2 - Installation of a drain field using leaching chambers. This option should only be used where the system is intended to be temporary and vehicle access is limited. Bid shall include all excavation, materials, and labor.

Disable Septic Tank - This work consists of pumping the tank, removing the top, and immediately filling the septic tank with sand. Bid shall include all equipment, materials, and labor.

Remove Septic Tank - This will consist of pumping the tank, removing it completely, and backfilling the excavation immediately to meet existing grade. Bid shall include all equipment, materials, and labor.

Septic Tank Lid Replacement _____ **Ea.** - Lids shall be replaced with the appropriately sized, water tight concrete cover capable of withstanding all anticipated loads. This work will be completed within ____ day(s) of receipt of work order from the Town (extensions will be given on a case by case basis).

1000 Gallon Septic Tank Pump-out _____ **Ea.**
This work will be completed within ____ day(s) of receipt of work order from the Town

1500 Gallon Septic Tank Pump-out _____ **Ea.**
This work will be completed within ____ day(s) of receipt of work order from the Town.

Routine Inspection _____ **Ea.** - The objective of this inspection is to observe and record the solids level in the tank, check the visible components, look for problems (effluent surfacing, odors, overflow pipe), and check recorded system information against present conditions. All recorded system information to be provided by the Town.

Baseline Inspection _____ **Ea.** - This inspection is more thorough than a routine inspection, and requires the septic tank to be pumped. The objective of this inspection is to observe and record the solids level in the tank, look for problems (effluent surfacing, odors, overflow pipe), check for cracks, check the inlet and outlet tees/ baffles, check for water flowing in, service outlet filters if present, and check recorded system information against present conditions. All recorded system information to be provided by the Town. Bid shall include cost for septic tank pump out and labor.

ITEMIZED UNIT PRICE WORKSHEET

Line Item:	Unit Price:	Unit
Solid Pipe and Fittings Repair:		
4" ASTM D3034 PVC		LF
Drain Field Pipe and Fittings Repair:		
4" ASTM D2665 Perforated PVC		LF
4" ASTM D2729 Perforated PVC		LF
Leaching Chambers		LF
Drain field Trench Lining:		
# 5 Stone		Ton
Non-Woven Geosynthetic Fabric		LF
Septic Tank Replacement:		
Option 1*		Ea.
Option 2*		Ea.
Option 3*		Ea.
Option 4*		Ea.
Drain Field Replacement:		
Option 1*		LF
Option 2*		LF
Septic Tank Installation:		
Option 1*		Ea.
Option 2*		Ea.
Drain Field Installation:		
Option 1*		LF
Option 2*		LF
Disable Septic Tank:		
Concrete Tank		Ea.
Fiberglass Tank		Ea.
Block Tank		Ea.
Plastic Tank		Ea.
Remove Septic Tank:		
Concrete Tank		Ea.
Fiberglass Tank		Ea.
Block Tank		Ea.
Plastic Tank		Ea.
Miscellaneous:		
Distribution Box Repair/ Replacement		Ea.
Septic Tank Pumpout*		Ea.
Routine Inspection*		Ea.
Baseline Inspection*		Ea.
Septic Tank Lid Replacement*		Ea.
General Labor Rate*		Hr.

* See the "Itemized Unit Price Worksheet (Attachment 1)" section of the RFP